



THE INDIAN INSTITUTE OF ARCHITECTS



CONSTITUTION

&

BYE-LAWS



Edition: - 2025

CONSTITUTION

1. NAME:

The name of the Institute shall be “THE INDIAN INSTITUTE OF ARCHITECTS”.

2. ADDRESS

The Institute shall be registered under the Indian Societies Act XXI of 1860 and its registered address shall be in Bombay.

3. OBJECTS

- (a) To continue the work of the Bombay Architectural Association founded as the Architectural Students' Association in 1917, and to take over from the Trustees or other person or persons all the property of the said Bombay Architectural Association, which can legally be vested in the Institute, and to assume the liabilities and obligations thereof with power, authority to sell, alienate, discharge, vary or otherwise dispose of the said property or any part thereof.
- (b) To organise and unite in fellowship the architects in the Republic of India.
- (c) To combine the effort of the Architects so as to promote aesthetic, scientific and practical efficiency of the profession.
- (d) To encourage the science and the art of planning and building the standards of architectural education, training and practice, by making grants to Technical Institutions, or by paying or assisting to pay the fees and expenses of students, or by providing and giving scholarships, prizes or other rewards to such students, or by any or all such methods.
- (e) To devise and impose the means for testing the qualifications of candidates for admission to membership of the Institute, by examination in theory and in practice, or by any other tests, or to arrange with any technical Institute or Institutions for the imposition of any such tests;
- (f) To consider all questions, affecting the practice of architecture and to initiate and watch over measures affecting, or likely to affect, the practice of Architecture, and to procure such changes of, and amendments in the law relating to or affecting the practice of Architecture;
- (g) To hold conferences or meetings for the discussion of, and the exchange of news on matters affecting or relating to Architecture, the reading of papers and the delivery of lectures, and hold congresses or exhibitions (either jointly with any other body or Institution or otherwise) for the exposition of any matters affecting or relating to the theory or practice of Architecture or any allied subject; and to award medals, certificates, prizes or diplomas in connection therewith;
- (h) To co-ordinate the activities of the building industry and of the Profession of Architecture, and to amalgamate or combine or act temporarily or otherwise, in conjunction with any other body or bodies, Institution or Institutions, having like or similar objects;

- (i) To purchase, lease, rent, hold and dispose of any land or property, and any building or hall, and to erect any such building or buildings to be used as a place of meeting for the members of the Institute, or as a College, School, or Reading Room or Library for the advancement of the objects of the Institute, and to provide accommodation for any meeting, conference, exhibition or congress, whether promoted wholly or partly by the Institute or which, in the opinion of the Council, may conduce to or assist in the carrying on with the objects of the Institute or tend to do so :
- (j) To form or acquire by purchase, donation, request or otherwise a library and collection of models, drawings, designs or other materials, and to maintain, extend and improve the same.
- (k) To ascertain, formulate and notify the law and practice relating to Architecture to members and the public, and to compile, collect, collate, revise, print and publish statistics, professional records or periodicals relating to any of the objects of the Institute;
- (l) To issue appeals for funds in furtherance of the objects of the Institute, to accept any gift, endowment or bequest made to the Institute, and to carry any trust attached to any such gift, endowment or bequest, and to borrow moneys, if required for the purposes of the Institute, provided such gifts, endowments, bequests or loans shall be accepted if they are not accompanied by conditions inconsistent or in conflict with the objects for which the Institute is established;
- (m) To ensure the advancement of the living standards of our people through their improved environment and to make the profession of ever increasing service to Society;
- (n) To constitute various classes of members including Honorary Fellows;
- (o) To do all such lawful things are incidental or conducive to the attainment of the above objects or any of them;

4. CATEGORY OF MEMBERS:

- (a) Unless and until the Bye-Laws otherwise provide there shall be seven category of Members of the Institute termed respectively Honorary Fellow, Fellow, Associate, Licentiate, Retired Fellow, Retired Associate and Retired Licentiate. These expressions shall respectively bear the meanings attached thereto by the Bye-laws;
- (b) The Council (as constituted under clause No. 6 of the Constitution) shall alone have power to elect Members of the Institute, and to decide whether any person proposed for or seeking Membership, has or has not fulfilled the requirements applicable to his case;
- (c) The qualification and mode of election of Members of the Institute shall be as prescribed in the Bye-laws;
- (d) In addition to the elected Members of Institute, the Council may by unanimous vote from time to time, elect people of Eminence or those who have made a significant contribution to the promotion of art and architecture, as Honorary Fellows;
- (e) The Council may enroll such persons as Students of the Institute as they may think qualified, and subject to the provisions of the Bye-Laws, may give them such privileges and

advantages as the Council may think fit, but such Students shall not be Members of the Institute;

- (f) The Council may enroll such persons as Retired Fellows, Retired Associates and Retired Licentiates of the Institute, subject to the provision of Bye- laws, and may give them such privileges and advantages the Council may think fit;
- (g) The Council may enroll such persons as Subscribers of the Institute as they may think fit and subject to the provision of the Bye-Laws, may give them such privileges and advantages as the Council may think fit, but such Subscribers shall not be Members of the Institute.
- (h) The Entrance and Subscriptions Fees of Members and Subscribers and the Subscription of Students respectively shall be those prescribed by the Bye-Laws, and the form of application for admission as Member, Student or Subscriber shall contain reference to such fees or subscription.
- (i) Any Member of the Institute may terminate his membership at any time, on giving to the Council notice of his desire to do so, but he shall nevertheless continue to be liable to pay any arrears of Subscription, and the Subscription of the current year in full, due on the date of such notice.
- (j) The Council may expel, or refuse to continue the membership of any member of the Institute in the cases prescribed by the Bye-Laws upon the conditions there set out.

5. CHAPTERS AND CENTRES:

- (a) The Institute shall function in any State or local areas through the Chapters and Centres as defined by the Bye-Laws.
- (b) The jurisdiction of the Chapters and Centres shall be prescribed by the Council from time to time.
- (c) The Chapters and Centres shall be governed by the Bye-Laws as approved by the Council.

6. THE COUNCIL:

- (a) There shall always be a Council of the Institute, and it shall consist of the President, two Vice Presidents, an Honorary Treasurer, two or more Joint Honorary Secretaries, and other Members to include the Immediate Past President, and the Chairmen of the various Chapters. The mode of election of the Council and nomination of Chairman of Chapters shall be as prescribed by the Bye-Laws. The Immediate Past-President shall be an ex-officio member of the Council.
- (b) The management of the affairs and business of the Institute shall be vested in the Council, who, in addition to the powers and authorities by these clauses, or otherwise expressly conferred on them, may exercise all such powers and do all such acts and things as may be exercised or done by the Institute, as or not hereby or by the Statute expressly directed or required to be exercised or done by the General Body Meeting, but no new clause or Bye-Law shall have retrospective effect.

7. MEETINGS:

There shall always be a First General Body Meeting and the Last General Meeting as well as other General Body Meetings. The First and the Last General Body Meetings will be held as prescribed by the Bye-Laws. The other General Body Meetings will be held at least within 6 months of the last preceding Meeting.

8. ALTERATION OR AMENDMENT OF THE CONSTITUTION :

- (a) No alteration of, or amendments to the Constitution of the Institute shall be considered unless proposed in writing by at least fifty members, of whom at least ten shall be Fellows, and at least thirty shall be Associates, or by the Council at an ordinary meeting.
- (b) Every such proposed alteration or amendment shall be circulated by the Council amongst the Members, not later than three weeks after the date of receipt of such proposals. The Members shall send their approval or otherwise to the proposed alteration and amendments within two weeks of the date of posting.
- (c) Every such proposed alteration and amendment shall be discussed and voted upon by a show of hands at a Special General Body Meeting called for the purpose, not later than twelve weeks of the receipt of the original proposal thereof.
- (d) The said alteration or amendment, if approved by the said General Body Meeting, either with or without modifications shall be submitted to Institute by means of voting papers which will be posted not later than three weeks of the holding of the Special General Body Meeting to all members entitled to vote, together with a report of the discussions held of the Special General Body Meeting afore said. The voting papers shall be filled in, and returned to the Jt. Honorary Secretaries within two weeks of the date of posting, who shall hand over the papers unopened to the Scrutineers duly appointed at the Special General Body Meeting as afore said. The Scrutineers shall count the votes and report the result of the voting to the Council who shall circulate the results to all Members not later than two weeks of the report from the Scrutineers.
- (e) If the alteration or amendment to the Constitution is carried by not less than three-fourths of the Members entitled to vote, it shall become part of the Constitution of the Institute immediately.

9. BYE-LAWS:

The Bye-Laws shall regulate all matters embodied in the Constitution and the same shall uphold the spirit of the Constitution.

10. ACCOUNTS:

The books of Account of the Institute shall be kept at the Registered Office and shall be opened to the Inspection of Members at all times, during the usual business hours, by prior notice of 7 days to the Honorary Treasurer.

11. STAFF:

- (a) The staff of the Institute shall be appointed and removed in the manner prescribed by the Bye-Laws. Subject to the express provision of the Bye-Laws, the staff of the Institute shall be appointed by the Council.
- (b) The powers and duties of the members of the staff of the Institute, subject to any express provision in the Bye-Laws, shall be determined by the Council.

12. SEAL:

The common Seal of the Institute shall not be affixed to any deed of writing, except in pursuance of a resolution of the Council, and shall be in the custody of the President or one of the Jt. Hon. Secretaries subject to regulations to be made by the Council and recorded in the minutes of proceedings, to ensure its proper use and safe keeping.

BYE-LAWS

The following shall be the Bye-Laws of the Institute, until and unless such times as the same shall be modified, altered or added in the manner hereafter prescribed.

1. INTERPRETATION:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

In these Bye-Laws unless there is something in the subject or context inconsistent therewith. “THE INSTITUTE” shall mean the Indian Institute of Architects.

“THE COUNCIL” shall mean members elected from time to time, which include the President, two Vice-Presidents, the Honorary Treasurer, and two or more Jt. Honorary Secretaries, being the Office-Bearers, Ten Council members & not more than four co-opted members out of which at least two will be women and the Editor of JIIA. This shall also include the Immediate Past-President (ex-officio member), and the Chairpersons of the Chapters.

“BYE-LAWS” shall mean these Bye-Laws and such other Bye-Laws as shall, for the time-being, be in force.

“MEMBERS OF THE INSTITUTE” means persons who have been admitted to the Membership of the Institute, whether as Hon. Fellow, Fellow or Associate, all of whom may hereafter be referred to as Members. The Institute may also have attached to it Students who shall not be entitled to the privileges of Membership except as defined in the Bye-Laws.

“STATE OR UNION TERRITORY” shall mean a State or Union Territory within the Republic of India.

Words importing the masculine gender shall include the feminine & transgender and the singular number shall include the plural.

2. HEAD OFFICE:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The Head Office of the Institute shall be situated at Mumbai. The Head Office can be shifted to any other place as may be decided by three-fourths majority of members voting by E-Ballot.

3. REGISTRATION:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

Any person who possesses the qualifications which entitles him / her under the constitution to become either a Fellow or an Associate of the Indian Institute of Architects shall be registered as such, on signing the necessary declaration form.

4. CLASSES OF MEMBERS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

(a) HONORARY FELLOWS:

The Council may from time to time elect as Honorary Fellow any distinguished person who has taken a special interest in Architecture, and who by means of either his position or his experience in matters relating to Architecture appears to the Council to be able to render assistance in promoting the objects of the Institute. This election is not subject to the acceptance of the General Body.

(b) FELLOWS :

An Applicant who is an Associate member of the Institute and has been engaged for at least 7 years in Practice / Education of Architecture in a responsible position after qualifying as an Associate and has attained the age of 36 years.

Or

An Applicant who holds a Bachelor Degree in Architecture from a recognised institution imparting Architectural Education including foreign qualifications officially considered equivalent & has been engaged in Practice / Education of Architecture in a responsible position for a period of at least 14 years, and has, in the opinion of the Council made a significant contribution towards the advancement of Architecture and has attained the age of 36 years.

(c) ASSOCIATES :

An Applicant who holds a Bachelor Degree in Architecture from a recognised institution imparting Architectural Education including foreign qualifications officially considered equivalent.

Or

An Applicant who has passed all parts of the examination conducted by IIA as per conditions set out by IIA from time to time.

5. STUDENTS MEMBERS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) Student members shall be persons pursuing a five year degree course in architecture in an Institution imparting Architectural Education affiliated to the Institute. Their membership shall be valid for the duration of their studentship in such Institute.
- (b) Shall be persons having diploma level qualification in Architecture, or in such other stream as may be approved by IIA council from time to time from a recognised Institute, & have enrolled themselves for the IIA scheme of examination.

6. SUBSCRIBERS:

(Deleted as per amendment made at Special GBM held on 26th July, 2025)

7. RETIRED MEMBERS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

Any Fellow or Associate who has reached the age of 70, and has retired from practice may, if he so desires subject to the approval of the Council, be transferred without election to the Class of “Retired Fellow” or “Retired Associate”, as the case may be, but in such case his interest in, or claim against Property of the Institute shall cease. A “Retired Fellow”, “Retired Associate”, shall not engage in any vocation, which in the opinion of the Council is inconsistent with that of the profession of Architecture.

Retired Members desirous of resuming Practice shall inform the Council and pay the active Members’ subscription from that date onwards.

8. ELECTION OF MEMBERS & ENROLLMENT OF STUDENT MEMBERS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

(a) FELLOWS

Any person qualified under Bye-Law 4(a) and desirous of becoming a Fellow, shall forward his application online to the Council on the prescribed form duly endorsed by three Fellows of the Institute, and accompanied by the Form of Declaration, the prescribed Entrance Fee, and the current year’s / one time Subscription, which amounts will be returned in case of non-election after deduction of processing fees.

(b) ASSOCIATES:

Any person qualified under Bye-Law 4 (b) and desirous of becoming an Associate, shall forward his application online to the Council on the prescribed form, duly endorsed by Three members out of which at least one shall be fellow member of the Institute, and accompanied by the Form of Declaration, the prescribed Entrance Fee and the current year’s / one time Subscription, which amounts will be returned in case of non-election after deduction of prescribed processing expenses.

(c) LICENTIATES:

(Deleted as per amendment made at Special GBM held on 26th July, 2025)

(d) STUDENT MEMBERS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

Any person qualified under Bye-Law 5a, and desirous of becoming a Student member shall forward his online application to the Institute on the prescribed form, duly endorsed by the HOD of the Institute and accompanied by the Subscription for his entire duration of Studentship, which amounts will be returned in case of rejection of his application after deduction of processing expenses.

Any person qualified under Bye-Law 5b, shall compulsorily enroll himself / herself as a student member as per the procedure prescribed in the IIA scheme of Examination.

(e) SUBSCRIBERS:

(Deleted as per amendment made at Special GBM held on 26th July, 2025).

9. DECLARATION TO ACCOMPANY APPLICATION:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

Each application for Fellowship and Associateship shall be accompanied by the Declaration as under:

- (a) That I shall be generally engaged in the profession of architecture, and will not engage in any other vocation or profession which will jeopardize or prejudice the Architects' professional standing or interfere in the general practice of Architecture or education of Architecture.
- (b) That I shall not accept trade or other discounts, or give or accept any illicit or surreptitious commissions or emoluments, in connection with any work, the execution of which I may be engaged to superintend, or on which I may be employed under any person, or with any other professional responsibilities which may be entrusted to me.
- (c) That I have read the Constitution and Bye-Laws of the Institute and will be governed and bound thereby, and will submit myself to every part thereof and to any alteration, which may hereafter be made, until I cease to be a member thereof.

10. ELECTION OF MEMBERS, STUDENTS, AND SUBSCRIBERS:

The Council shall reserve the right to accept or reject any proposal for membership without assigning reason. No unsuccessful candidate for election as a member, or for transfer from one class to another, shall be proposed for election or transfer a second time within a period of twelve months thereafter.

11. ENTRANCE FEE AND SUBSCRIPTION FOR FELLOWS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

Entrance Fees for each Fellow shall be Rs. 4000/- to be paid along with applicable taxes. This fee shall automatically stand enhanced by 10% every 3 years.

Annual Subscription fees for each Fellow shall be Rs. 4000/- along with applicable taxes. This fee shall automatically stand enhanced by 10% every 3 years.

One Time Subscription fees for each Fellow shall be Rs. 40000/- along with applicable taxes. This fee shall automatically stand enhanced by 10% every 3 years.

Entrance Fees for each Associate to Fellow shall be Rs. 2000/- along with applicable taxes. This fee shall automatically stand enhanced by 10% every 3 years.

Annual Subscription fees for each associate to Fellow shall be Rs. 4000/- along with applicable taxes. This fee shall automatically stand enhanced by 10% every 3 years.

12. ENTRANCE FEE AND SUBSCRIPTION FOR ASSOCIATES:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

Entrance Fees for each Associate shall be Rs. 2000/- along with applicable taxes. This fee shall automatically stand enhanced by 10% every 3 years.

Annual Subscription for each Associate shall be Rs. 2000 /- along with applicable taxes. This fee shall automatically stand enhanced by 10% every 3 years.

One Time Subscription for each Associate shall be Rs. 20000/- along with applicable taxes. This fee shall automatically stand enhanced by 10% every 3 years.

13. ENTRANCE FEE AND SUBSCRIPTION FOR LICENTIATES AND SUBSCRIBERS:

(Deleted as per amendment made at Special GBM held on 26th July, 2025)

14. SUBSCRIPTION FOR STUDENTS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) The ANNUAL Subscription of each STUDENT shall be Rs. 300/- along with applicable taxes & shall be payable along with application for the entire duration of the Studentship. This fee shall automatically stand enhanced by 10% every 3 years.
- (b) Student subscription paid shall be adjusted against the entrance fees for Associate membership of IIA, if applied for within 3 years after completion of graduation.

15. SUBSCRIPTION:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The Annual Subscription of all Classes of Members, Students and Subscribers shall be payable in advance and shall become due on 1st April, each year in view of change in official financial year.

When any Members Annual Subscription Fees, remains in arrears for more than TWO years, then written notice shall be served to them for such payments. Even after this, the arrears are not paid, and then automatically, provision of mailing of Journals & News-letters shall be suspended for such defaulters.

The Council may at its discretion consider the reinstatement of such membership, upon payment of 50% of entrance fees as Reinstatement Fee & One time subscription as applicable at the time of such reinstatement.

16. LIABILITY:

A member shall be liable for the payment of his subscription until he has neither ceased to be a member under Bye-Law 15, 19 and 20 or has signified his intention to resign, by notice in writing delivered to the Jt. Honorary Secretaries, but such resignations shall not absolve him from liability to pay all his arrears due at the date thereof.

17. PRIVILEGES OF MEMBERS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

Every Honorary Fellow, Fellow, Associate, shall, when elected, be entitled to receive a certificate of Membership of such form and design as the Council may from time to time prescribe. Such certificate shall be the property of the Institute, and in the event of termination of the membership, the same shall be returned to the Institute.

Members can use the following suffix when elected

- (a) The following abbreviations, and no other, to denote the connection of members to the Institute shall be used.

By a Honorary Fellow	: Hon. F.I.I.A.
By a Fellow	: F.I.I.A.
By an Associate	: A.I.I.A.
By a Retired Fellow	: F.I.I.A. (Retd.)
By a Retired Associate	: A.I.I.A. (Retd.)

- (b) All Fellows and Associates in good standing (Members whose payment of subscription fees is upto date) shall have the right to participate in the activities of the Institute and vote as prescribed by the Bye-Laws for the time being in force, on any matter relating to the business of the Institute.

18. PRIVILEGES OF STUDENTS AND SUBSCRIBERS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

All student members shall have the right to participate in the activities of the Institute, in the manner & conditions prescribed from time to time except that of being elected on any IIA body or voting on any matter.

19. UNPROFESSIONAL CONDUCT:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) If the Council shall consider that any Member has contravened the terms of his Declaration Form or of Code of Professional Conduct, or has been guilty of any professional conduct prejudicial to either the profession or the Institute, or to one or more of its members, or on receipt of a written complaint against a member, the council shall have power to censure, suspend for a specified period or expel him from the membership of the Institute after an enquiry giving sufficient opportunity of defense to the member.

For this purpose, the council may ask the Jt. Hon. Secretary to serve a show cause notice giving details of the charges to the member to submit a response in writing within a period of 21 days from the issue of such notice. On receipt of the response & if the same is found not satisfactory, the council may appoint a committee of 3 members of the council for further enquiry in the matter & submit its report within 21 days. In the event the council, after perusal of the enquiry committee report finds, there is enough prima facie evidence of professional misconduct against the member, a special council meeting shall be convened giving a minimum of 30 days' notice to which if the member conveys a request in writing, may be given a final opportunity to personally present the response before recording any decision which in the opinion of the council may be necessary.

- (b) No resolution of the Council for expulsion, suspension or censure or recording a decision shall be deemed to be passed unless it is confirmed by a majority of at least 2/3rd of the elected members of the Council present at a Special Council Meeting convened for the purpose through a secret Ballot/ e ballot. The decision of the council in this regard shall be final and binding and shall come in to force with immediate effect.
- (c) Should a Member when called upon, refuses to testify either in person or in writing, shall be liable to any action that the Council may deem fit to administer after due consideration, according to the procedure laid down above, and deal with the matter ex-parte. For this purpose, failure to reply within 21 days to the show cause notice under clause 19(a) issued on members official email & / or by registered post shall be deemed to have the same effect as a failure on part of the member to testify.
- (d) Such decision of the Council shall be communicated to the member within 15 days of the decision by email & / or also by Registered letter. If the member against whom there is an investigation in progress happens to be a council member or a member of a Chapter or Centre executives, the member is barred from taking part in such meetings. All such decisions are to be published in the Institute's Journal.
- (e) If any action is taken against the Member in the way of censure, suspension or expulsion, the member shall not be allowed to participate in the activities of IIA or hold any office of the Institute for the entire duration of such suspension or censure or till such time as the council may so decide.

20. ACTION TAKEN AGAINST MEMBERS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

If any Member shall be expelled, suspended, censured or any decision taken against the member as aforesaid, the Chair, at the next General Body Meeting of the Institute, shall announce such expulsion or suspension or censure or decision against the member. If any Member is expelled, any subscription paid for the current session shall not be returned nor any other liability the member may have incurred waived.

21. FORMATION OF CHAPTERS, CENTRES AND SUB CENTRES:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) One hundred or more members of the Institute residing or practicing in any State or Union Territory, and desirous of forming a Chapter shall inform the President in the form of a letter signed by at least thirty members residing in the State or Union Territory, who subject to the provisions in the Constitution and the Bye-Laws, shall forthwith authorize them to form a Chapter, in the best interest of the Institute, and the President shall intimate the Council. Each State or Union Territory shall have only one Chapter.
- (b) In case a State or Union Territory has less than 100 Members and is unable to form a Chapter, it shall have the option of forming a Centre, or joining any contiguous Chapter as decided by the majority until that State or Union Territory acquires a strength of 100 members to form its own Chapter.
- (c) (i) In case there are fifty or more members in any City within any State or Union Territory it may form a Centre, which shall be attached to the Chapter of the State or Union Territory to which the City belongs.

- (ii) Fifty or more overseas members of the Indian Institute of Architects in a country on a written request to IIA may be allowed to form an overseas centre under the direct supervision & administrative control of IIA HO. Subject however to complete adherence & compliance to the Indian Laws as well as laws of the host country.
- (d) The decision to form a Chapter / Centre (where no Chapter exists) shall be decided by a majority of members present, including postal voters, at a Special Meeting called for the purpose, with due notice posted to all the Members of the Institute residing in that State or Union Territory. No Member can be attached to more than one Chapter.
- (e) The decision to form a Centre within a City limit shall be conveyed to the Chairperson of its State Chapter in writing, by the Chairperson of a Special Meeting called for the purpose through a letter signed by at least 20 members and the boundaries of the Centre will be defined therein, except that there shall be no two Centres within the geographical boundaries of the same city limits wholly or partly, as approved by the council.
- (f) Immediately after the formation of the Chapter/Centre all Members and Students, residing in that State or Union Territory or City shall ipso-facto become members of that Chapter / Centre / Sub-Centre, subject however to the Chapter/Centre Bye-Laws.
- (g) The Chapters and Centres shall be governed by the IIA Bye Laws & Chapter and Centre Bye-Laws as approved or modified by the Council from time to time.
- (h) The management of the affairs and business of the Chapter/Centre shall be vested in the Executive Committee of the Chapter/Centre.
- (i) When the membership of any Chapter/Centre (in a State which has no Chapter) falls below 100, and that of Centre within a City limit below 50, over a period of two years successively, the Council may suspend or cancel the Chapter or Centre, or merge it with the adjoining Chapter or Centre.
- (j) When for any reason, it is determined by the Council that the activities of any Chapter or Centre are derogatory to the objects of the Institute, the Council may resolve to suspend or supersede the Executive Committee of the Chapter or Centre not properly functioning, and such recommendation shall be decided by 2/3rd of the Council Members present, through Secret Ballot/e-ballot at a Special Council Meeting called for the purpose.
- (k) The Council shall also have power to take the management of a Chapter/Centre or even to suspend the same, in case the working of the Chapter/Centre is not satisfactory or membership strength falls below the prescribed limit to the wishes of the Council. Such decision can only be taken by at least 2/3rd majority of the elected members of the Council.
- (l) The Council shall have powers to convene meetings of the Executive Committee and/or of the General Bodies of the Chapters/Centres by giving a prior notice of fifteen days.

- (m) (i) The executive committee of the chapter shall consist of 5 (five) office bearers & a maximum of 10 (ten) members who shall be elected as per the procedure laid down. It shall comprise of:-
- (i) Chairperson
 - (ii) Vice Chairperson
 - (iii) Hon. Treasurer
 - (iv) Two Jt. Hon. Secretaries
 - (v) Ten members
- And Immediate past chairperson as ex-officio member.

The Executive Committee of the Chapter may co-opt upto two members to give representation to unrepresented areas or a section of the membership. The co-opted members shall not be considered for election for the post of Office Bearers.

The Centre Chairpersons shall be invited for their Chapter Executive Committee meetings, as ex officio members and shall be eligible for election for the post of Office Bearers of the chapter except the post of Chairperson.

Note: The chairperson & Vice Chairperson shall be Fellow member of the Institute and must have served at least one full term as an Office Bearer of the chapter.

This condition may however be relaxed in case of a new chapter, centre or sub-centre

- (ii) The executive committee of a Centre shall consist of :-

- (i) Chairperson
 - (ii) Vice Chairperson
 - (iii) Hon. Treasurer
 - (iv) Hon. Secretary
 - (v) Five committee members
- and Immediate past chairperson as ex-officio member.

- (iii) The executive committee of a Sub-Centre shall consist of :-

- (i) Chairperson
 - (ii) Vice Chairperson
 - (iii) Hon. Treasurer
 - (iv) Hon. Secretary
 - (v) Four committee members
- and Immediate past chairperson as ex-officio member.

- (n) Any city within the Chapter with more than 20 members may with the permission of the council form a Sub-Centre in a manner prescribed by the Council.
- (o) The Council may disburse to each Chapter and Centre depending on the activities pursued by such Chapter and Centre an amount not exceeding 25% of the subscription received from members of such Chapter, subject to submission of audited accounts in time as specified by IIA.

22. COUNCIL:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) All the affairs of the Institute shall be managed by a Council which shall be the governing body of the Institute, but shall be subject to the control by the General Body of the Institute. The Council shall hold office for a period of two official years.
- (b) The Council shall consist of the President, Two Vice Presidents, Hon. Treasurer, Two or more Jt. Hon. Secretaries, the Immediate Past President (ex-officio), Chairpersons of all Chapters & the Hon. Editor of the Journal (appointed by the Council), and such elected members of the Council being not less than seven and not more than ten. The Council shall have powers to co-opt not more than 4 (four) members out of which at least 2 (two) shall be women on the Council who will have full voting rights if in the opinion of the Council a particular geographical region or section of membership is not duly represented on the Council.

The term of such co-opted members will be co-terminus with the elected Council members.

23. APPOINTMENT OF BOARDS AND COMMITTEES:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) The Council may from time to time appoint Boards for such purpose or purposes as the Council may deem necessary, and may also delegate any of its duties to the Boards and define their terms of reference.
- (b) The Chairperson of such Boards shall be appointed by the Council from amongst the Council Members. The Boards may appoint Committees with the approval of the Council.
- (c) The Boards & Committees shall appoint an Honorary Secretary from among its own Members, who shall record the minutes of the meeting. The Chairpersons shall submit a report to the Council every year on or before 31st of March or as & when required by the Office Bearers/Council.

24. PRESIDENT:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The President shall be a Fellow of the Institute and shall not hold office for more than two consecutive terms. He shall always when present, preside at all meetings of the Council and the General Body. He shall have power to convene meetings of the Council at any time when he considers it necessary. He shall not hold any elected office in IIA, after the expiry of his two consecutive terms except as the Immediate Past President, for a period of six years thereafter. This moratorium shall however not apply to elections / nominations on other National / International bodies.

25. VICE PRESIDENTS:

There shall be two Vice-Presidents designated the Senior Vice-President and Junior Vice President respectively. The Senior Vice President shall be nationally elected along with the President and other Council members. He shall be Fellow of the Institute. He shall not hold Office for more than two consecutive terms. He shall undertake all the duties of the President in the latter's absence and those delegated to him by the President. The Junior Vice-President shall be one of the Chapter Chairman and shall be elected by a secret ballot by the Council members from the nominations received from the various Chapters at the first meeting of the Council. He shall look after the activities of the various Chapters and Centres. He shall not hold office for more than two consecutive terms.

26. HONORARY TREASURER:

The Honorary Treasurer shall not hold office for more than two consecutive terms, and shall be responsible to the Council. It shall be his responsibility to direct the collection of subscriptions and the preparation of accounts of all receipts and expenditure of the funds of the Institute, and to present the same to the Council for inspection or approval, and generally do all such matters as may be prescribed by the Council. It shall be the responsibility of the Honorary Treasurer to receive all monies due and payable to the Institute. He shall keep particular account of all such receipts and payment, and render a report to the Council when required.

He shall present annual accounts to the Council before the 15th of June in each year and these accounts shall be duly signed certified as correct by the Auditor appointed by the Council as prescribed in Bye-Law No. 29.

27. JOINT HONORARY SECRETARIES:

The Jt. Honorary Secretaries shall not hold office for more than two consecutive terms. It shall be the responsibilities of the Jt. Honorary Secretaries under the direction of the Council, to conduct correspondence of the Institute, to attend all the General Body and Special General Body Meetings of the Institute and of the Council to take minutes of the proceedings of such meetings, to read the minutes and all communications that they may be directed to be read, to superintend the publication of such papers as the Council may direct, and generally to do all such other matters as usually pertain to the office of the Secretaries or as may be prescribed by the Council.

28. OFFICE BEARERS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The Office Bearers shall comprise of the President, Vice President, Junior Vice President, Hon. Treasurer, The Jt. Hon. Secretaries & the Immediate Past President (ex-officio). All Office Bearers shall be Fellow members of the Institute.

29. AUDITOR:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The Council of the Institute shall appoint an Auditor for a term of two years, who shall have access, at all reasonable times, to the accounts & securities. He shall examine the securities and annual accounts, before they are presented at the First General Body Meeting, and shall report thereon to the Institute. In the event of decease or resignation of the Auditor, another Auditor shall be appointed to the office by a resolution of the Council, for the unexpired term, and the said appointment shall be announced at the next General Body Meeting. Auditors may be paid remuneration, as may be decided by the Council from time to time.

30. VACANCY IN THE COUNCIL:

The Council shall fill up by co-option any casual vacancy in the Council which may occur during its term as well as any vacancy left upon at the election. Any member so co-opted shall retire along with the Council.

31. MEETINGS OF THE COUNCIL:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The Council shall meet at least once in two months, and eight days' clear notice shall be given of such meetings by the Jt. Hon. Secretaries. The quorum at such meetings shall be 33% of the strength of the council. If the required number of members are not present the meeting shall stand adjourned for 10 minutes and held as an adjourned meeting requiring a quorum of at least 20% of strength of the council. if even 20% of the members are not present the meeting shall stand adjourned without transacting any business

Any member of the Council (including ex. officio members i.e. Chapter Chairperson) who, except with the permission of the Council, shall be absent from three consecutive Council Meetings, shall ipso-facto cease to be a member of the Council, except if granted leave of absence, if so requested in writing..

32. ELECTION OF THE COUNCIL:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) At the end of every two year term after the Last General Meeting, the members of the Council shall retire from office and every such retiring member shall be eligible for re-election, unless stated otherwise in the Bye-Laws.
- (b) Every Member offering himself for the election as a member of the Council, if eligible, shall be nominated in writing by at least two Members of the Institute. Every such nomination shall be sent to the Jt. Hon. Secretaries as per the election schedule on the prescribed form
- (c) No member shall be eligible for the office of the President, unless the member has served at least one full term as an Office Bearer of the National Council. For other Office Bearers of the National Council the member should have previously served on the Council for one full term.

- (d) Members eligible for election and Members nominating them shall have paid their subscription for the entire duration of the term for which the nomination is filed, at the time of filing of the nomination.
- (e) If the number of nominations exceed vacancies, the election shall be conducted as hereinafter prescribed :
 - (i) The Jt. Hon Secretaries shall prepare and announce with the approval of council the election schedule for the conduct of the election for IIA council and its Chapters, Centres & Sub Centres and IIA Representatives on COA, and arrange for the conduct the elections through e-voting system duly certified by a government approved agency.
 - (ii) Members willing to participate in the elections shall follow the procedure as per the election schedule. The decision of the Scrutineers in this regard shall be final & binding.
- (f) The Election for national council, chapters, centres, sub centres executive committee & IIA representatives on COA shall be conducted through electronic voting system. Email Id's & mobile numbers given by the members as per IIA records shall alone be considered valid for the purposes of the elections.

The e-ballots shall be uploaded on the IIA website / portal as per election schedule & shall remain accessible to the members for the duration of the entire voting period. The decision of the scrutineers shall be final & binding on all concerned.

33. SCRUTINEERS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) The Scrutineers, of whom there shall be at least three, shall be appointed by the Council from amongst the Fellows and Associates of the Institute, not standing for election, and shall conduct the scrutiny. Their decision on any matter relating thereto shall be final.
- (b) In the event of a Scrutineer being unavoidably prevented from carrying on his duties, the President or in his absence the Senior Vice President shall be empowered to appoint a substitute.
- (c) The Scrutineers shall prepare and sign a report, showing the number of votes casted, the number of votes rejected, the ground for rejection, and the total number of votes in favour of each candidate & announce the results of the election accordingly. The report of the scrutineers containing the names of those elected shall be handed over in a sealed envelope to the President / Jt. Hon. Secretary immediately after the same is prepared. The election results shall be formally announced & the scrutineers' reports read out at the 1st GBM at the IIA HO.
- (d) In the event of equalities of votes for any office or Council Membership, the Chairperson of the meeting shall hold a secret ballot amongst members present at that meeting, and the result of such secret ballot shall be announced before the close of the meeting.
- (e) The soft copy of e-voting & the election module shall be safely secured at IIA HO for 3 months after which the same shall be deleted from the computers.

34. GENERAL BODY MEETING:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The Council shall fix the dates for General Body Meetings, and intimation containing dates of meetings shall be forwarded to every member. The quorum of all General Body Meetings shall be 50. If the requisite number of members is not present, the meeting shall stand adjourned for ten minutes and held as an adjourned meeting not requiring a quorum.

35. FIRST GENERAL BODY MEETING:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The official term of the Council, Executive committee of the chapters, centres and sub centres shall end on the date of the last GBM Or until the new Council / Executive committees take over whichever is later. The First General Body Meeting shall be held in the first week of July, immediately after elections to the Council are held, for the purpose of transacting the following business:-

- (a) To adopt the Bi-annual report.
- (b) To adopt the audited statement of accounts of each year for the two year term.
- (c) To formally report the result of the election of the Council / Chapters / Centres & Sub Centres of IIA as already announced by the scrutineers after the counting is over & Scrutineers report is prepared.
- (d) To transact any other business of which notice has been given in writing, to one of the Jt. Honorary Secretaries, at least seven days before the First General Body Meeting.

36. LAST GENERAL BODY MEETING:

Last General Body Meeting shall be held on or before 30th April at the end of every two year term of the Council for the purpose of transacting the following business :

- (i) To report on the activities of the Institute up to 31st March in that year.
- (ii) To transact any other business of which notice has been given in writing to one of the Jt. Hon. Secretaries, at least seven days before the last General Body Meeting.

37. SPECIAL GENERAL BODY MEETING:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

Special General Body Meetings of the Institute shall be convened by the Jt. Hon. Secretaries.

- (i) Whenever required by the President and/or the Council. The quorum for such meeting shall be 50.
- (ii) On a requisition in writing, signed by at least 300 members, which shall consist of atleast 10 fellow & 35 associate members each belonging to at least one chapter from each region, addressed to the President, stating the object of calling the meeting, including specific resolution, proposed to be put to vote for adoption of the same, the

Quorum for such meetings shall be 50, which shall be maintained throughout the meeting. Such meetings shall be held at a venue in Mumbai as decided by the Council.

Notice of such Special General Body Meetings shall be issued by email and such meetings shall be held, not less than 14 days and not more than 60 days after the receipt OF REQUEST by the President of such requisition.

38. RECORD OF PROCEEDINGS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The purpose of the GBM & the proposed specific resolution shall be read out by the Joint Hon. Secretary before putting the same to vote. The minutes of all the General Body Meetings shall be recorded by one of the Jt. Honorary Secretaries or in their absence by a person authorized by the Chairperson of the Meeting. Such minutes shall contain the names of members present and a correct report of the outcome of the Voting on the resolution. Such minutes, as aforesaid, shall be read at the next General Body Meeting. Minutes after being confirmed by a majority of votes, shall be signed by the Chairperson of the meetings, and such confirmation under the signature of the Chairperson shall go to show that they contain a correct and faithful report of the resolutions passed in the meetings. However the resolution shall take effect from the date of passing of such resolution.

39. STANDING ORDERS:

The standing orders of the Institute shall be specific resolutions of the Council, passed as such from time to time when occasions arise, demanding a clearer interpretation of any clause of the Constitution, or any Bye-Law or guidance in respect to the conduct of meetings or of any of the other activities carried on in furtherance of the objects of the Institute, as laid down in its Constitution. Such Standing Orders shall be recorded, by the Jt. Hon. Secretaries and circulated for the information of Members. They shall remain in force until rescinded by a Special Resolution of the Council, or by the Institute at a Special General Body Meeting called in accordance with the Constitution and Bye-laws.

40. POWERS OF THE COUNCIL TO ALTER DATES OF MEETINGS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The Council, subject always to the Constitution and Bye-laws, may make any alteration they think fit in the dates of Meetings except the First and Last General Body Meetings, or the other arrangements for the current session, and all such alterations shall be communicated to each member through email & posted on IIA website.

41. VOTING AT GBM::

(Revised as per amendment made at Special GBM held on 26th July, 2025)

Every Fellow & Associate member shall have one vote. All voting, except where otherwise determined by the Constitution and Bye-Laws, shall be taken by a show of hands among those entitled to vote and the question decided upon by the majority, unless a poll be demanded by at least 15 members entitled to vote, in which case ballot papers shall be provided to each member entitled to vote, and two Scrutineers elected from amongst the members, shall take the ballot and their decision shall be final.

42. CASTING VOTE:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

At any meeting of the Institute, Council or Committee, the Chairperson of the meeting shall have a casting vote in addition to his right to vote as a Member.

43. E-VOTE:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The Council shall be competent to refer any question to a poll of all the Fellows, Associates, resident in India/OR OUTSIDE, who have a right to vote, on the matter in question. There upon voting shall be conducted through e-ballots as per the procedure prescribed by the council. 3 scrutineers appointed by the President shall count the votes and their decision on any matter relating thereto shall be final. If the resolution so submitted to a general poll be supported by a simple majority of votes polled, it shall be declared carried and shall be a resolution of the Institute and shall take effect from the date of passing such resolution..

44. NOTICE TO MEMBERS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) A notice may be served upon any Member of the Institute or upon any Student either personally or by sending it through email, addressed to such Member, Student at their official email registered with the Institute. This is not applicable to the notices of meetings.
- (b) Any notice served by e-mail, shall be deemed to have been served at the time when the same is sent to his/her official email as per IIA records.

45. TRUSTEES:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The Council shall appoint three Trustees who shall be Fellows of the Institute, in whose joint names the investments belonging to the Institute shall be invested on behalf of the Institute & shall be custodians of all the movable & immovable assets of the institute including those of its chapters, Centres & Sub-Centres. The term of the trustees shall be 3 Years or till their successor is appointed, whichever is later. The term of the Trustees may be extended by the council for one more term of 3 years Any vacancy in the number of Trustees shall be immediately filled by the Council.

46. ALTERATIONS AND ADDITIONS OF BYE-LAWS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

Alteration in and addition to the Bye-Laws may be made only by a resolution adopted by two-thirds of the Members of the Institute present at a Special General Body Meeting as prescribed in Bye-Law no. 37 called for the purpose, or by simple majority of the members voting through e-ballot as prescribed in bye law no. 43.

47. REGISTERED ADDRESS OF MEMBERS:

Every member shall notify the Jt. Honorary Secretaries of any change of his address, and all communications that may be served by the Institute upon a member, either personally or by registered letter addressed to him at the last address notified by him as aforesaid, shall be deemed to have been duly served.

48. STAFF:

- (a) The Council may from time to time appoint paid staff of Secretaries and other staff as required from time to time for the management of the affairs by the Institute, and the staff shall be removable by them in accordance with the terms of appointment.
- (b) The terms of appointment shall be framed by the Council. Any alterations or additions in these terms shall be subject to the approval of the Council.

49. ARCHITECTURAL EDUCATION AND EXAMINATIONS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) The Council shall appoint for a two year term a Board of Architectural Education & Examination to deal with matters relating to Architectural Education & Examination. The Board shall consist of such Members of the Institute as the Council may decide. The Board will continue till a new board is formed.
- (b) The Board shall submit to the Council for approval any scheme it may devise for architectural education, and the conduct of examinations. The Council shall from time to time, frame and publish rules regarding examinations defining the cases and circumstances under which such examinations shall be held, the subjects curriculum & scheme of examination the fee to be paid or deposited by the candidates, and the nature of the certificates to be granted to successful candidates.
- (c) The Council on the recommendation of the Board of Architectural Education & Examination shall appoint Examiners consisting of the Members of the Institute and such other persons as the Council may invite. The Council on the recommendation of the Board may recognize from time to time the qualifications of educational institutions in Architecture as equivalent to the examination held by the Institute for membership of the Institute.
- (d) The Council may, on request by an Institution imparting Architecture education affiliate such institution as per prescribed procedure & rules formed by the Council from time to time.

50. PUBLICATIONS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) Every paper, document, map, plan, drawing, model presented to the Institute shall be the property of the Institute unless there shall have been previous arrangement to the contrary, and the Council may re-produce or publish the same in any way, and at any time they think proper. No person shall report for publication the proceedings of any meeting of the Institute or give his consent to the publication of any communication to the Institute without the previous consent of the Council.
- (b) If the Council does not wish to publish any matter, the author shall be informed of the decision and the material returned to him.

51. JOURNAL:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The Institute shall publish a Journal at least once in every 3 months. The Journal shall be managed by an Editorial Board appointed by the Council for a term of two years or till the new board takes over. At the end of every year on or before 31st March, the Editorial Board shall submit a Report to the Council with the Statement of Accounts.

52. LIBRARY

(Revised as per amendment made at Special GBM held on 26th July, 2025)

The Council shall appoint a Library Committee for a term of two years which shall manage the Institute's Library. The Council shall authorise the Library Committee to operate the Sohrab F. Bharucha Architectural Library Account, and shall also make adequate provision in the Institute's budget for the management of the Library. At the end of every year i.e. on or before 31st March, the Library Committee shall submit a Report to the Council with a Statement of accounts.

The Library shall be opened at such times as the Council may determine to all Members and Students of the Institute, who shall have access to all books, papers, maps, plans, drawings, or models, belonging to the Institute and kept in the Library, and to make copies or abstract from the same under such restrictions and with such exceptions as may from time to time be determined by the Library Committee. None of the property of the Institute shall without the express consent of the Library Committee be taken from the premises of the Institute, Student members will be permitted to avail of this facility on payment of proper Security Deposit as determined by the Library Committee

53. METHOD OF ELECTION OF FIVE REPRESENTATIVES OF IIA ON COUNCIL OF ARCHITECTURE

(Revised as per amendment made at Special GBM held on 26th July, 2025)

It is hereby resolved that the existing method of election of five Representatives of IIA on Council of Architecture for the 3 year term be modified as under:-

The election of the Five representatives on Council of Architecture shall be conducted through e-voting system as mentioned in clause no. 32 & 33 of the bye Laws..

AMENDMENT TO THE EXISTING METHOD OF REPRESENTATION FOR THE REGIONAL EXECUTIVE ON THE COUNCIL

(Approved by Postal ballot on 5-2-92)

(Deleted as per amendment made at Special GBM held on 26th July, 2025)

It is hereby resolved that the Chairman of Regional Executive Committee shall represent the Region on the Council in place of the Regional Representative and hence there will be no need for election of Regional Representatives.

54. JURISDICTION

(New Clause added as per amendment made at Special GBM held on 26th July, 2025)

Only competent courts in Mumbai shall have jurisdiction to adjudicate any dispute between the institute and a member /a group of members, chapters/centre involving interpretation or operation of IIA constitution and bye-laws, decisions of the council and GBM, or any other matter concerning the Institute vis a vis third parties.

55. ACCOUNTS

(New Clause added as per amendment made at Special GBM held on 26th July, 2025)

- (a) All Bank accounts of IIA HO, Chapters, Centres and Sub Centres shall be opened, maintained and operated in a bank, identified and confirmed by IIA HO. All accounts to be opened with IIA Pan Number. The signatories of the accounts shall be as follows:

1. IIA HO

President / Hon. Treasurer – Any One

Vice President / Jt. Hon. Secretaries – Any One

2. IIA Chapters

Chairperson / Hon. Treasurer – Any One

Vice Chairperson / Jt. Hon. Secretaries – Any One

3. IIA Centres

Chairperson / Hon. Treasurer – Any One

Vice Chairperson / Hon. Secretary Any One

4. IIA Sub Centres

Chairperson / Hon. Treasurer – Any One

Vice Chairperson / Hon. Secretary – Any One

- (b) All Chapters, Centres and Sub Centres shall submit their audited statement of accounts of the previous financial year by 31st August of every year. Failure to do so, shall entitle the IIA HO to take the appropriate action against the concerned Chapter / Centre / Sub Centre.

56. ASSETS

(New Clause added as per amendment made at Special GBM held on 26th July, 2025)

All the assets held or acquired or leased by the Chapters, Centres & Sub Centres are the property of IIA. IIA Head Office shall maintain an asset register with details of all existing movable, immovable and leased properties & keep in safe possession the original documents of ownership / lease of such properties. The IIA council shall formulate a policy for acquisition, maintenance & use of such properties by the Chapter / Centre / Sub Centre in line with the aims & the objective of the Institute. The policy shall outline the methodology of keeping the properties safe with statutory compliances. Prior approval of the council shall be obtained before acquisition of new assets / lease properties. The Chapter, Centres & Sub Centres having immovable assets shall deposit the original title deeds and relevant documents with the IIA HO within a period of 6 months for the existing assets / lease properties from the date of these byelaws. Any immovable assets procured thereafter, the title deed, and relevant documents have to vest with the IIA HO within a period of 3 months of the purchase / lease.

MODEL BYE-LAWS FOR A CHAPTER, CENTRE & SUB-CENTRE

1. INTERPRETATIONS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

In these Bye-Laws unless there is something in the subject or context inconsistent therewith

“THE CHAPTER” shall mean a Chapter of the Indian Institute of Architects within a State or union territory with its Head Office at its capital

“THE CENTRE” shall mean a Centre of the Indian Institute of Architects, in a city within the jurisdiction of a chapter in a state or UT with its HO. In the city itself.

An overseas Centre shall mean a centre of the Indian Institute of Architects in a foreign country with its HO in a city in that country as approved by IIA council under clause no. 21(c)ii of the Bye Laws.

The Executive committee shall mean members of a committee duly elected by the IIA HO for the management of a chapter/centre.

“MEMBER” shall mean any person who is a member of the Institute residing in the particular Chapter/Centre/Sub Centre.

Words importing the masculine gender shall include the feminine / Transgender and words importing the singular number only, shall include the plural.

2. MEMBERSHIP:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

All Members of the Indian Institute of Architects including Student members residing in the state shall ipso-facto become members of the Chapters/Centres/Sub Centre subject to the Bye-Laws of the Chapters and Centres. The Student members shall not be entitled to nominate, elect or be entitled to nominate, elect or be elected on the Executive Committee, and to vote to regulate any decision of the Chapter.

3. GENERAL BODY MEETINGS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) There shall always be a First General Body Meeting and the Last General Body Meeting as well as other General Body Meetings. The First and Last General Body Meetings shall be held as prescribed by the Bye-Laws and the other General Body Meetings shall be held at least within six months of the last preceding Meeting. The Quorum for all General Body Meetings shall be 20. If the requisite number of members is not present the meeting shall stand adjourned for 10 minutes and held as an adjourned meeting not requiring a quorum.

- (b) Fourteen days' notice at the least specifying the place, date and the hour of the meeting and the Agenda shall be given to the members in manner hereinafter mentioned, but the non-receipt of such notice by any member shall not invalidate the proceedings of the General Body Meeting.
- (c) A Special General Body Meeting shall be called by one of the Joint Honorary Secretaries when required by the Executive Committee or at any time not later than two weeks and not more than four weeks after the receipt of a requisition stating the purpose for which a meeting is required, and signed by at least thirty members. Seven days' notice, specifying the place, date and the hour of the Meeting, and the Agenda shall be given to the members. The notice shall be sent to each member through email

The agenda of the general body meeting of the Chapter/Centre/Sub Centre shall be strictly limited to the affairs of the Chapter/Centres/Sub Centre. under no circumstances the agenda shall include any change in bye-Laws or matters pertaining to the IIA HO or other Chapter/Centre/Sub Centre.

- (d) The First General Body Meeting shall be held in the month of July, immediately after the results of the elections to the Executive Committee are announced by the IIA HO, for the purpose of transacting the following business:-
 - (i) To adopt the Bi-Annual Report.
 - (ii) To adopt the audited statement of accounts of each year for the two-year term.
 - (iii) To formally report the result of the election of the Executive Committee, as already announced by the IIA HO.
 - (iv) To transact any other business of which notice has been given in writing to one of the Jt. Hon. Secretaries at least seven days before the First General Body
- (e) The Last General Body Meeting shall be held on or before 15th April at the end of every two year term of the Executive Committee for the purpose of transacting the following business :-
 - (i) To report on the activities of the Chapter on the activities of the Chapter up to 31st March in that year.
 - (ii) To transact any other business of which notice has been given in writing to one of the Jt. Hon. Secretaries at least seven days before the Last General Body Meeting.
- (f) The Chair at the General Body Meetings shall be taken by the Chairperson or in his absence by the Vice Chairperson or in his absence by a member of the Executive Committee, failing which any member whom the meeting may elect shall take the Chair.

4. EXECUTIVE COMMITTEE:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) The Management of the affairs of the Chapter/Centre & Sub Centres of the Indian Institute of Architects shall be vested in the respective Executive Committees.
- (b) The executive committee of the chapter shall consist of 5 (five) office bearers & a maximum of 10 (ten) members who shall be elected by IIA HO through e-voting system as per the election schedule and procedure laid down.
- (c) The Executive Committee of the Centre shall consist of four office bearers and a maximum of 5 members, who shall be elected by IIA HO through e-voting system as per the election schedule and procedure laid down.
- (d) The Executive Committee of the Sub-Centre shall consist of three office bearers and a maximum of 4 members, who shall be elected by IIA HO through e-voting system as per the election schedule and procedure laid down.
- (e) The President or his nominee of the Institute shall by virtue of his office be entitled to Chair & attend all Executive Committee meetings of the Chapter/Centre. The Junior Vice-President of the Institute shall be in charge of the activities of various Chapters and Centres, and shall also be entitled to Chair & attend Executive Committee meetings of the Chapter/Centre whenever required.
- (f) The Executive Committee shall meet at least once in every two months. Five members shall form the quorum for a meeting of the Executive Committee of the Chapter while 3 members will form the quorum for Centres & Sub Centres. The minutes of each Executive Committee Meeting and all General Body Meeting shall be sent to the Junior Vice-President of the Institute, within 15 days of the meetings concerned.
- (g) The Executive Committee shall have power to appoint Sub-Committees consisting of one of the Jt. Hon. Secretaries and any member of the Chapter to advise on any matter. The Executive Committee may, if it so desires, delegate some of its powers to the Sub-Committee for that particular matter.
- (h) The Executive Committee shall be competent to refer any question related to the functioning of the chapter or centre or a matter connected therewith to a poll of all the members. Thereafter e-vote shall be taken by sending a copy of the proposed resolution and an e-vote to each member which shall be returned not later than 2 days.
- (i) The Executive Committee may fill by Co-option any casual vacancy in the committee which may occur during its term however if the vacancies have occurred due to lack of eligible nominations at the time of elections the same will be dealt with by the Jr. Vice President in consultation with the office bearers on case to case basis.
- (j) Any member of the Executive Committee who absents himself from three consecutive committee Meetings, shall cease to be a member of the Committee, except if he is granted leave of absence, if so requested in writing.

- (k) No Office Bearer of National Council or any of the Executive Committee of a Chapter or Centre shall hold more than one Office- Bearers post in the National Council or Chapter of Centre Executive Committee, during the tenure of its Office. If elected to another executive post the member shall forthwith vacate his previous post.

5. CHAIRPERSON:

No Chairman shall hold office for more than two consecutive terms. The chairman shall preside over all the meetings.

6. VICE – CHAIRPERSON:

No Vice-Chairman shall hold office for more than two consecutive terms. The Vice Chairman shall under take all the duties of the Chairman in the absence of the latter.

7. JT. HON. SECRETARIES:

The Jt. Hon. Secretaries shall, subject to the direction and control of the Executive committee, manage the affairs and shall record the minutes of all the meetings of the Chapter, Executive Committee and Sub-Committees in a proper Minute Book.

8. HON. TREASURER:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) The Hon. Treasurer shall, subject to the control of the Executive Committee, be responsible for the receipts and disbursements of the funds of the Chapter, and shall present an account to the Executive Committee each year on or before the 15th April, and the accounts shall be duly signed and certified as correct by the Honorary Auditor appointed by the Committee.
- (b) All funds of the Chapter shall be deposited with a Bank approved by IIA HO, and the account shall be operated as prescribed by the IIA HO.

9. ELECTION:

(Deleted as per amendment made at Special GBM held on 26th July, 2025)

10. ACCOUNTS:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) The financial year of the Chapter/Centre shall close on the 31st day of March every year. The audited Statement of Accounts shall be sent to the Junior Vice-President within seven days of their being adopted by the General Body Meetings.
- (b) The Executive Committee of the Chapter shall be empowered to collect any subscription from its members in the Chapter or Centre with the prior approval of IIA HO.

- (c) In addition the Institute shall give a grant to the Chapter which will be or 1/4th of the Subscription/interest component on the onetime payment of subscription collected by the Institute from its Members residing in the Chapter concerned. The grant given by the Institute to the Chapter shall include 15% to be passed on to the Centre, if there be any, attached to the Chapter concerned.

11. HON. AUDITOR:

The Executive Committee of the Chapter shall annually appoint an Hon. Auditor not being a member of the Executive Committee, and his name shall be appended to the list of the Executive Committee nominated for election. The Hon. Auditor shall have access at all reasonable time, to the accounts and securities. He shall examine the securities and annual account before the latter are submitted to the First General Body Meeting and shall report there onto the Chapter. In the event of the decease or resignation of the Hon. Auditor another Hon. Auditor shall be appointed to the office by a resolution of the Executive Committee, and due notice of the appointment shall be given at the next General Body Meeting. Hon. Auditors may be paid honorarium, if any, as decided by the Executive Committee from time to time.

12. GENERALLY:

(Revised as per amendment made at Special GBM held on 26th July, 2025)

- (a) Any question of policy or practice in the working of a Chapter shall be referred to the Junior Vice President of the Institute for presentation to the decision of the Council.
- (b) The Bye-Laws and Standing Orders of the Institute shall be taken as applying equally to the conduct of the business of the Chapters, Centres & Sub-Centres.
- (c) Under no circumstances shall the Executive Committee incur financial or other liabilities on behalf of the Institute or the Chapters, Centres & Sub-Centres itself
- (d) The Centres will have powers to refer any matter to the Council when they have a disagreement with their governing Chapter, subject to their sending a copy of such a reference to the Chapter.
- (e) All Chapters and Centres will submit audited statements of account to the Council within six months of close of every financial year and these will be incorporated by the Council in the bi-annual reports presented to the General body as prescribed in the Bye-Laws. The Council may stop/with-hold/cancel grant to any chapter or centre which fails to submit such audited statement of accounts, provided the Council may, if thought fit, suspend the Chapter/Centre for failure to submit audited statement.